

Report Date: 02 Sep 2015

**Summary Report for Individual Task
805C-42B-6110
Review Officer Promotions and Selections
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the Fort Jackson / USASSI foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are assigned to an S-1 staff section and are responsible for reviewing officer promotions and selections. You have access to the Electronic Total Officer Personnel Management Information System (eTOPMIS), references listed on the enclosed table and the internet where you can review pertinent Military Personnel (MILPER) messages pertaining to promotions and selections. This task should not be trained in MOPP 4.

Standard: Integrate the principles of the decentralized and the centralized officer promotion/selection system into unit operations to ensure accurate management of the officer promotion program.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: You are required to provide HR support to officers in your unit who may be eligible for promotion and/or selection boards.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Describe the purpose of officer promotions.
 - a. Governing laws and regulations.
 - b. Title 10, United States Code.
 - c. Defense Officer Personnel Management Act (DOPMA).
 - d. Warrant Officer Management Act (WOMA).
2. Identify procedures for decentralized officer promotions.
 - a. Determine promotion eligibility date (PED) for 1LT/CW2.
 - b. Determine which rule to use for calculating the PED.
 - (1) Determine if the officer is a West Point Graduate.
 - (2) Determine if the officer is a Reserve Officer Training Course (ROTC) Graduate.
 - (3) Determine if the officer is a Officer Candidate School (OCS) Graduate.
 - c. Identify all officers not recommended for promotion to 1LT/CW2.
 - d. Complete DA Form 268 (Report to Suspend Favorable Personnel Action (FLAG)) and flag officer in HR enabling system, if required.
 - e. Route DA Form 78-R through the chain of command to HRC.
 - f. Complete the DA Form 71 (Oath of Office Military Personnel) and route to Human Resources Command (HRC).
3. Calculate the Promotion Eligibility Date (PED) for 1LT/CW2.
4. Demonstrate automated electronic Military Personnel Office (eMILPO) promotion functions.
 - a. Review Soldiers eligible for automatic promotion.
 - b. Process automatic promotions to 1LT/CW2.
 - c. Submit transaction to block automatic promotion to 1LT/CW2.
5. Identify procedures for centralized promotion system.
 - a. Track all promotion selection boards for current / upcoming Fiscal Year (FY).
 - b. Review MILPER promotion and selection board messages.
 - c. Determine promotion eligibility date (PED) for all assigned officers within the unit.
 - d. Identify and inform eligible officers in the zones of consideration of their eligibility.

e. Submit updates to Army Military Human Resource Record (AMHRR) and Officer Record Brief (ORB) as requested by the officer utilizing the appropriate HR systems.

f. Process mandatory and optional evaluation reports, as necessary.

g. Ensure eligible officers certify their My Board File (MBF).

(1) Identify the officers who have certified their MBF.

(2) Provide certification report and results to the commander.

h. Inform commander of promotion/selection board results.

i. Identify names of officers eligible for promotion based on the range of sequence numbers, upon receipt of monthly promotion numbers MILPER message.

j. Print the promotion order from the electronic Total Officer Personnel Management Information System (eTOPMIS).

k. Produce the promotion certificate (DD Form 1-A) for presentation.

l. Schedule promotion ceremony on effective date of promotion or the last duty day prior if promotion effective date is on a non-duty day.

6. Describe other officer promotion guidelines.

a. Frocking criteria.

b. Promotion of critically or terminally ill Soldiers.

c. Posthumous promotions.

d. Special Branch promotions.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Described the purpose of officer promotions.			
2. Identified procedures for decentralized officer promotions.			
3. Calculated the PED to 1LT/CW2.			
4. Demonstrated automated electronic Military Personnel Office (eMILPO) promotion functions.			
5. Identified procedures for centralized promotion system.			
6. Described other officer promotion guidelines.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 135-155	PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER	Yes	No
	AR 350-100	OFFICER ACTIVE DUTY SERVICE OBLIGATIONS	Yes	No
	AR 600-8-29	OFFICER PROMOTIONS	Yes	Yes
	AR 601-100	APPOINTMENT OF COMMISSIONED AND WARRANT OFFICERS IN THE REGULAR ARMY	Yes	No
	DA FORM 268	REPORT TO SUSPEND FAVORABLE PERSONNEL ACTIONS (FLAG)	Yes	No
	DA FORM 78-R	RECOMMENDATION FOR PROMOTION TO 1LT/CW2 (LRA)	Yes	No
	DD FORM 1A	OFFICERS COMMISSION	Yes	No
	USERS MANUAL-TOPMIS	Total Officer Personal Management Information System (TOPMIS) User Manual	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42B-6107	Conduct Personnel Information Management	805C - Adjutant General (Individual)	Approved

Supported Individual Tasks : None

Supported Collective Tasks : None